

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Special Allowance – Payment of Special Allowance to the staff dealing with Authentication certificates / Attestation documents – Orders – Issued.

GENERAL ADMINISTRATION (NRI) DEPARTMENT

G.O.Rt.No.4174

Dated:25th August, 2009.

Read: G.O.Ms.No.175, G.A. (NRI) Dept., Dated 17.04.2009.

ORDER:

The NRI Section under General Administration (Protocol) Department is dealing with authentication and attestation of Certificates as one of its subjects. The process of collection of Certificates from the candidates, verification and processing the files for authentication and attestation is a time bound program, and needs much focused attention of the staff.

2. Recently the work of NRI Section has increased multifold after **introducing the "Tatkal Scheme"** duly enhancing the fee to Rs.500/- and creating a separate head of account for authentication and attestation of Certificates, i.e., collecting the certificates, verifying them and issuing on the same day by the evening through the Combined Attestation Centre upto 5:30 P.M. Hence, the staff is required to be focused and prompt while issuing the certificates, and stay beyond office hours daily. Officer on Special Duty, Section Officer, Assistant Section Officers-3 and Record Assistant of NRI Section are all involved in this subject.

3. The nature of work in the NRI Section also needs focused attention, prompt and time bound services by the staff extending beyond the office hours.

4. In the above circumstances, Government have decided to encourage the following staff dealing with the subject by paying Special allowance at the rates as shown against each:-

Sl.No.	Designation/Post	Special Allowance per month
1.	Officer on Special Duty (Authentyication)	Rs.1500/-
2.	Section Officer (NRI)	Rs.1000/-
3.	Assistant Section Officers-3	Rs.800/- (each)
4.	Record Assistant	Rs.500/-

5. The Special allowance ordered to the Officer on Special Duty (Authentication) at Sl.No.1 above shall be debited to the following head of account:-

" 2052 Secretariat General Services – 090 Secretariat – 040 General Administration Department – 300 Other Contractual Services."

6. The Special allowance ordered to the other staff members from Sl.No.2-4 above shall be debited to the salaries head of account of General Administration Department.

7. The General Administration (Claims A&C) Department are requested to draw and disburse the Special allowance as ordered above every month to the respective individuals with effect from the date of issue of orders.

8. This order issues with the concurrence of Finance Department vide their U.O.No.20186/A1/Exp.GAD-I/09, Dated 06.08.2009.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**R.M.GONELA,
PRINCIPAL SECRETARY TO GOVERNMENT (POLL).**

To

The individuals concerned.

The General Administration (Claims A&C) Department.

Copy to:-

The Dy. Pay and Accounts Officer, Secretariat, Hyderabad.

The Pay and Accounts Officer, Andhra Pradesh, Hyderabad.

The Accountant General, Andhra Pradesh, Hyderabad.

The Finance Department.

SFs./SCs.

// FORWARDED :: BY ORDER //

SECTION OFFICER.